

OFFICE OF PRINCIPAL GOVE. DOON MEDICAL COLLEGE

PATEL NAGAR, DEHRADUN-248001 UTTARAKHAND

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Ref No. GDMC/ ADVT/ RECRUITMENT/ 858

DATED: 01/03/2025

VACANCY

Govt. Doon Medical College, Dehradun invite application from eligible candidate as a post of Senior Research Assistant (Post-01) and Data Entry Operator (Post-03) under the ICMR project,' Evaluating the Impact of Digital Intervention versus WHO PEN Approach in Non-Communicable Disease Prevention and Control in Resource-Limited Settings: A Quasi-Experimental Study' for a period of one (01) year & extendable up to three (03) years (as per ICMR Project guidelines). Eligible candidate may send their application with detailed resume online at E mail gdmcicmr2025@gmail.com positively by 7th March, 2025. The details of qualification and other criteria have been uploaded in the website of Govt. Doon Medical College, Dehradun www.gdmcuk.com



Principal
GDMC, Dehradun

Data Entry Operator
Position Details

Name of the project	“Evaluating the Impact of Digital Intervention versus WHO PEN Approach in Non-Communicable Disease Prevention and Control in Resource-Limited Settings: A Quasi-Experimental Study”
Name of the Post	Data Entry Operator
Number of Post	O3 (Three)
Upper Age Limit	35 years (Age relaxation shall apply as per GOI rules)
Salary	Rs. 29,200/- p.m. (fixed)
Duration	Initially for one-year extendable up to 3 years
Place of Posting	Dehradun
Essential Qualification (s)	Candidates who have completed their educational qualifications in 12th Pass can apply for this recruitment notification. A speed of not less than 8000 key depressions per hour through speed test on computer. Experience of working on field and management of multicentric projects in government institute will be an added advantage.
Desirable	Proficiency in MS Office Suite, basic proficiency in Hindi for translation, and the ability to manage large amounts of data efficiently.
Nature of Duties	Data collection, data entry, timely data management, and support for quality check & assurance. They will also assist in other project-related day-to-day activities like printing, typing, Hindi translation etc.

JOB DESCRIPTION

The candidate will be responsible for accurately collecting, entering, and managing data, ensuring that all records are updated and organized in a timely manner. They will also assist in quality checks, identifying and correcting data inconsistencies, and supporting quality assurance processes. In addition, the role will involve assisting with day-to-day project activities, such as printing, typing, and providing Hindi translation services as required. The Data Entry Operator will assist in maintaining smooth project operations by supporting various project related tasks and collaborating with the team to meet deadlines.

Place of duty: GDMC, Dehradun

Note:

- All the educational qualifications/certificates shall be from the recognized Board/University.
- All the experience gained shall be preferably from the Govt.
- Organizations shall be counted after the completion date of the Minimum Essential Qualification.
- Experience from reputed National/International Organizations shall also be considered.

- Experience shall be from the relevant field/area, as required for the study of the Project concerned.
- All community certificates shall be issued by the authorized officers of the Govt.
- The required field / Specialization may be mentioned in bracket against the position that is to be filled.

HOW TO APPLY

Deserving Candidates shall send their CV along with filled up application form and relevant documents attached, in PDF file to this Email: gdmcmr2025@gmail.com

Candidates shall bring hard copies of documents to be presented at the time of Interview.

The **following self-attested documents** required to be enclosed with the application:

- **Proof of Date of Birth**
- **Educational Qualifications**
- **Experience**
- **CV**

No application will be entertained after 07-03-2025 until 5:00 PM. Candidates are, therefore, advised to submit their applications well in advance without waiting for the last date for submission. The Shortlisted Candidates' list will be published on the GDMC Website. There will be no separate individual communication.

GENERAL TERMS AND CONDITIONS

- The number of positions may vary.
- These positions are meant for temporary projects and co-terminus with the project.
- Engagement in the above-advertised Project Human Resource Positions will depend upon the availability of funds, functional requirements, and approval of the Competent Authority. Therefore, we are not committed to filling all the advertised Project Human Resource Positions, and the process is liable to be withdrawn/canceled/modified at any time.
- The rates of emoluments/stipend shown in this advertisement are project-specific and may vary according to the sanction of the project's funding Agency.
- The cut-off date for the age limit will be the last date for the submission of applications.
- Age relaxation will be as per the guidelines of ICMR.
- Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess the latest valid non-creamy layer certificate. PWD candidates shall produce the latest disability certificate issued by a medical board of a Government hospital with not less than 40% disability.

- Qualification & experience should be in a relevant discipline/field and from an Institution of repute.
- Experience should have been gained after acquiring the minimum essential qualification.
- Mere fulfilling the essential qualification does not guarantee the selection.
- Persons already in regular timescale service under any Government Department or Organization are not eligible to apply.
- No TA/DA will be paid to attend the interview or personal discussion, and candidates must arrange their own transport and accommodation.
- GDMC reserves the right to consider or reject any application/candidature.
- Submitting wrong or false information during the selection process shall disqualify the candidature at any stage.
- Due to time constraints, the persons engaged in Project Human Resource Positions cannot register for a Ph.D.
- The persons engaged in Project Human Resource Positions will generally be posted at the study site; however, they can be posted to other sites in the interest of research work. They are liable to serve in any part of the country.
- The persons engaged in Project Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or any Department of Government of India. Their project term, with breaks or without breaks in any or multiple projects, will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in the funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters, and other facilities applicable to the regular staff of ICMR, etc., are not admissible to the project human resource positions.
- Successful candidates will generally be engaged in a Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to the engagement of Project Human Resource Positions will depend upon evaluation of performance, tenure of the project, availability of funds, functional requirements, and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be five years only. The concerned Project Investigator, Division Head, and Head of the host Institute shall personally be responsible and accountable for the continuation/extension given.
- GMDC (host institute) reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
- Leave shall be as per the GDMC human resource positions.
- Candidate must submit his/her duly filled-in application form in the prescribed format with a recent passport-size color photograph along with a detailed bio-data/C.V and all relevant documents; duly self-attested; in proof of his/her educational qualifications [all certificates and

mark-sheets from 10th Std. onwards], working experience, age, caste, and photo ID [Aadhaar Card/Indian Passport/PAN Card/Driving License], etc., within the scheduled date and time for submission of the application, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered, and no correspondence will be entertained.

- GDMC (Host Institute) reserves the right to cancel or modify the process anytime.
- The decision of the Competent Authority will be final and binding.
- Canvassing in any form will be a disqualification.

No other mode of application will be accepted. Candidates must fill out the application form and mail to gdmcicmr2025@gmail.com

FORMAT: FOR THE POST OF DATA ENTRY OPERATOR

Name*

Gender*

Date of birth*

Phone no*

Email*

Highest educational qualification*

Recent passport sized coloured Photograph*

Passport Size
Photograph

Document of Class 10/ High School or equivalent? * (Attached/ Not attached)

Document of Class 12/ Senior School or equivalent? * (Attached/ Not attached)

Document for Graduation in Any discipline? (Attached/ Not attached)

Years of job experience (provide details of organization, designation, years) *

Experience certificates (if any, it should be clear, readable)

Are you comfortable working on the computer*(tick the right option)

Yes - I type by looking at keyboard

Yes - I type by looking on screen

Yes - I am comfortable with Microsoft office, PowerPoint and Excel

I can do data analysis

Any additional qualifications (like certificate courses / workshops etc.)

Additional relevant skills that would make you suitable for the project? (if any)

(* Mandatory fields)

Attach CV

Signature
with date